



## **Michigan Supreme Court**

State Court Administrative Office

### **Trial Court Services Division**

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-4835

### **MEMORANDUM**

DATE: May 17, 2007

TO: Judges, Court Administrators, Probate Registers,  
Friends of the Court, and Clerks of the Court

FROM: Connie Daiss, Program Assistant

RE: Court Reporting/Recording/Operator Certification Renewals

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This is to notify employers that the State Court Administrative Office (SCAO) will mail certification renewal notifications the first week of June to all active reporters, recorders, and operators.

Certifications must be processed through the Correcs system via the Internet. Two payment options are available. The deadline to process certifications is August 1. The Correcs system will time stamp each renewal as it is processed. Any renewal submitted after midnight August 1 will be charged a \$100 late fee.

Courts paying the renewal fee for employees by check should strive to have all certifications processed and submitted to the appropriate supervisor or designated person no later than July 1 to allow time for check processing and mailing.

The Correcs system will produce a page for employees to print if the employee selects the "CHECK" payment option. A copy of the printed page must accompany payment in order to ensure proper posting.

Employees eligible to renew their certification who do not receive notification should contact our office immediately.

Thank you in advance for your cooperation through the next renewal season. If you have any questions, you may e-mail Connie Daiss at [CtRec-Info@courts.mi.gov](mailto:CtRec-Info@courts.mi.gov).